**GATE & UPPER HELMSLEY PARISH COUNCIL**

**MINUTES OF A MEETING HELD IN THE VILLAGE HALL, GATE HELMSLEY
ON WEDNESDAY 10 DECEMBER 2015 AT 7.30PM**

**Councillors Present:** Janet Buckley (JB) Charlie Dodds (CD) Michael Harrison (MH) Dee Hillier (DH) Chuck Richardson (CR)

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** Two

1. **To receive apologies for absence and reasons given:**

Parish Councillor Robert Grabowski (RG) - Interviewing

1. **To record declarations of interest in items on the agenda:**

None

1. **To confirm the minutes of the Meeting held on Wednesday 09 September 2015:**

Minutes were agreed and signed as a correct record.

1. **To discuss matters arising from previous minutes:**

1. Grass Verge Cutting

It was unanimously agreed that MH would speak to contractor advising him that he has the contract to cut the grass next year, but a better job was expected

2. Churchyard Extension maintenance

Cllrs agreed it was looking a lot tidy, so this item could be removed from agenda.

3. Street Lighting maintenance

It was unanimously agreed that FH could arrange for NYCC to take on this contract

4. Maureen Parker Commemorations

FH was asked to obtain prices for benches, plaques and website, then a final decision would be made at the next meeting.

5. Speed limit requests

FH advise that Richard Marr, NYCC would not proceed with any speed limit changes within the parish. FH was asked to complete a 95 Alive form.

6. Website

FH would commence training with RDC in January 2016

1. **Public Session - The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions:**

None

1. **To discuss new planning applications received:**

1. 15/01097/ADV The Duke of York Public House, Gate Helmsley

2. 15/01098/LBC The Duke of York Public House, Gate Helmsley

3. 15/01213/LBA The Duke of York Public House, Gate Helmsley

The Parish Council had unanimously agreed they had No Objections, so FH had written to inform RDC. (Due to the reply deadlines, this was done between meetings)

1. **To report planning decisions by City of York Council:**

7.1 15/00744/House Newlands Cottage, Gate Helmsley Approved

7.2 15/00846/House Apple Tree House, The Lane, Gate Helmsley Refused

1. **To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records to date

 FH circulated detailed around Cllrs

2. Internal Control Check(s)

 Cllrs conducted the monthly checks and found everything to be in order.

3. External Audit

FH advised that this had now been completed and returned. There was no charge, but comments were include, which would be addressed.

4. Work Place Pensions

The Parish Council has been advised that its Staging Date is 01 October 2017, as it is an employer who must provide a pension.

FH had visited The Pensions Regulator website and printed of the "Duties Checker, which is as follows:

i) Confirm who to contact -

FH has registered herself as both the Primary and Secondary Contact.

ii) Choose a pension scheme -

The Parish Council have enrolled with Now Pensions with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com

iii) Work out who to put into a pension -

Do this on your staging date

iv) Write to your staff -

Do this within six weeks after your staging date

v) Declare your compliance -

Do this within five months after your staging date

5. Budget/Precept 2016/2017

The Parish Council unanimously agreed a budget expenditure totalling £3400.00, which is detailed on the finance sheet and a precept of £1900.00

6. Matters raised by/with Yorkshire Local Councils Association

FH advised that she had attended the Accounts & Finance Course (Fri27Nov15) and the Parish Council unanimously agreed to pay one-seventh of the cost (£115.00) = £16.43

FH had circulated by email the latest White Rose Update.

7. To approve policies/procedures

 4.1 Training Statement of Intent

 This document was unanimously adopted and signed

 4.2 Grant Awarding Policy

 This document was unanimously adopted and signed

 4.3 Document Retention Policy

 This document was unanimously adopted and signed

 4.4 Asset Register

FH advised that this was W.I.P. DH reminded the Parish Council about the salt spreader which received as a gift.

5. To approve the following payments:

 5.1 F Hill Clerks Salary £137.66 100347

 5.2 HMRC PAYE £34.60 100348

 5.3 Ardent IFA Auto Enrolement £295.00 100349

 5.4 Fiona Hill Training Contribution £16.43 100350

 All payments were unanimously approved

1. **To report correspondence received by the council:**

1. RDC – Alledged Unauthorised Development:

In response to complaints from parishioners, the parish council had written asking them to look into activity at two sites:

* 15/00099/UD Common Farm, Upper Helmsley
* 15/00107/UD Croft Farm, Gate Helmsley
1. **To receive matters raised by members:**
* MH read out the report from Michael Harran regarding the Christopher Wharton Education Foundation. FH would speak to YLCA to check everything was in order, as his attendance is as a representative on behalf of Gate and Upper Helmsley Parish Council
* DH would speak to the residents of 1 Chestnut Cottage, gate Helmsley about the Privet hedge, which is overhanging the footpath.
1. **To confirm the dates of the future meeting(s):**

Wednesday 16 March 2016 Wednesday 18 May 2016